

2018 AUG -7 PM 3:47

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Purpose of Amendment (describe the reason for amending original submission): Need to submit the final version of the Private Sponsor Travel Certification Form (PSTCF) and the final version of the trip itinerary that the Committee approved as part of my pre-travel packet.

(Signature of Traveler)

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): Postsecondary National Policy Institute (PNPI)
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2. Description of the trip: This trip is designed to increase participants' knowledge of the federal budget and appropriations process, including how CBO works and how student loans and Pell Grants are budgeted.
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3. Dates of travel: May 30-31, 2018 (one night overnight)
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4. Place of travel: Stevensville, MD
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5. Name and title of Senate invitees: See attached.
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6. I certify that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- ~~OR~~
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
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7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- ~~AND~~
- ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
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8. I certify that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- ~~AND~~
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

PNPI is the sole sponsor, planner and executor of the trip. PNPI created the agenda, developed the invitation list and is managing all event panels and logistics. (See attached for additional details.)

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PNPI provides professional development to current and prospective policymakers who work on higher education issues. This event is designed to increase congressional staff's knowledge of the federal budget and appropriations process.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Since 2012, PNPI has sponsored eighteen congressional staff seminars on postsecondary topics including federal student aid, higher education accreditation, student data and competency based education.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to multi-day seminars, PNPI sponsors Hill-based briefings for larger Hill audiences and is available to all congressional staff for postsecondary related research support. PNPI also offers professional development, briefings and bootcamps, to prospective policymakers.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$81.75 (round trip shuttle to Kent Manor Inn)	\$117	\$91	\$0

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

In addition to meeting space, Kent Manor Inn offers on-site accommodations and is convenient to D.C.

19. Name and location of hotel or other lodging facility:

Kent Manor Inn, 500 Kent Manor Drive, Stevensville, MD 21666

20. Reason(s) for selecting hotel or other lodging facility:

The facility provides both meeting space and overnight lodgings on-site.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging for congressional staff costs \$117/night, the federal per diem. Meal costs are \$53 on day one (lunch, dinner, snacks) and \$38 on day two (breakfast, lunch, snacks). Both rates are at the federal per diem.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be taking a chartered bus round-trip.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: MaryEllen McGuire, President

Name of Organization: Postsecondary National Policy Institute (PNPI)

Address: 718 7th Street NW, Floor 2, Washington, DC 20001

Telephone Number: 202-407-3172

Fax Number:

E-mail Address: mcguire@pnpi.org

ATTACHMENT:
Senate Private Sponsor Travel Certification Form

5. Name and title of Senate invitees:

Mary Nguyen Barry Policy Advisor Senator Murray	Rebecca Howard Legislative Assistant Senator Jones
Manuel Contreras Legislative Aide Senator Murray	Nancy Martinez Legislative Assistant Senator Young
Will Holloway Legislative Assistant Senator Hatch	Karishma Merchant Senior Education Policy Advisor Senator Kaine

All staff were invited due to their employment with the Senate HELP Committee or with a Member who sits on the Committee.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Bill & Melinda Gates Foundation, the Lumina Foundation and The Kresge Foundation grant funding to support PNPI generally, including PNPI's work educating Congressional staff. The Bill & Melinda Gates Foundation, the Lumina Foundation and The Kresge Foundation did not directly or indirectly earmark any funding for this trip and did not play a role in organizing, planning or conducting this trip.

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Welcome & The Federal Budget Process

MaryEllen McGuire, PNPI

Nick Lee, former Program Examiner, Education Branch, White House Office of Management and Budget (OMB); The Bill and Melinda Gates Foundation (current employer)
Robyn Hiestand, Independent Budget and Policy Consultant

- How does the federal budget process work?
- How do CBO and OMB fit in? What is the difference in their roles?
- What is the Budget Control Act of 2011? How does it play into the process?
- What is budget reconciliation?
What impacts do the budget and reconciliation have on higher education policy?
- What happens if a budget resolution isn't passed?
What is the difference between discretionary and mandatory spending?
- What are discretionary caps?
- How does the federal debt fit in? What is the difference between deficits and debt?

Break

Simulation: Reconciliation

Robyn Hiestand, Independent Budget and Policy Consultant

MaryEllen McGuire, President, Postsecondary National Policy Institute

Attendees will participate in an interactive appropriations simulation facilitated by former Hill staff.

Lunch – Ask a Budget Expert!

Lunch will provide an opportunity for staff to ask our budget panelists additional questions in a smaller group setting.

The Congressional Budget Office & How the Government Budgets for Student Loans

Peter Fontaine, Professorial Lecturer, George Washington University

Justin Humphrey, Analyst, Congressional Budget Office

- What is CBO? Why was CBO created and how has it evolved over time?
- How is CBO staffed and organized?
- What does CBO do?
- How does CBO decide what to review?
- How does CBO arrive at its estimates? What is CBO's methodology?
- Where does CBO get its data?

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- Who reviews CBO's work? How does CBO ensure objectivity?

3:15-3:30pm **Break**

3:30-4:45pm **The Pell Grant: A Case Study**

Speaker:

Leah Koestner, Principal Analyst, Congressional Budget Office

Questions for Panelist Discussion:

- What is the difference between Pell's mandatory and discretionary funding? Why is Pell funded in two ways?
- How and why has Pell shifted from shortfalls to surpluses over time?
- What has driven or is driving these shortfalls or surpluses?

4:45-5:00pm **Wrap-Up & Close**

Questions for Participant Discussion:

- What were your big takeaways from today?
- What have you learned about the federal budget process that surprised you?
- What further questions do you have regarding the federal budget process?

5:00-5:30pm **Break**

5:30-7:00pm **Dinner & Day Two Preview**

Over dinner, PNPI staff will provide a preview of the panels for the second day of programming, with an emphasis on exploring what staff know, don't know, and would like to know about the federal appropriations process.

Questions for Participant Discussion:

- Going into tomorrow's programming, what more would you like to learn?
- What are some specific questions that you have about the federal appropriations process?

Thursday, May 31

8:00-9:00am **Breakfast**

9:00-10:30am **Welcome Back & The Federal Appropriations Process**

Speakers:

Jessica Bowen, Associate Federal Director, Postsecondary National Policy Institute
Appropriations Expert, TBD

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| 10:30-10:45am | Break |
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Speakers:

Mamie Voight, Vice President of Policy Research, Institute for Higher Education Policy

- What parts of the bill do you feel are most promising for students?
- Are there winners and losers in the bill as it now stands? Who are the likely winners and losers?
- Did anything in this bill surprise you?
- Do pieces of it worry you?
- What impact do you think this bill will have?

Lunch will provide an opportunity for staff to ask our budget panelists additional questions in a smaller group setting.

1:15-2:15pm **Close & Evaluation**

- What is your biggest takeaway from the last two days?
- What were you most surprised to learn?
- How might you apply what you learned to your current work?
- Is there a part of the process you'd like to learn more about?

2:15pm **Depart from Kent Manor Inn**

3:30pm **Arrive at Peace Circle, Washington, D.C.**